CLEAN VESSEL FUNDING BOAT SEWAGE DISPOSAL FACILITY PROGRAM – INSTRUCTIONS

Washington State Parks and Recreation Commission will accept applications to fund boat sewage disposal facilities from public, tribal or private marinas, boat launch operators, or other boater destination sites open to use by recreational boaters.

What types of projects will this funding cover?

- New construction or renovation of an existing stationary pumpout and/or dump station
- Install a dump station in conjunction with an existing stationary pumpout
- Purchase a barge unit with some combination of restroom, pumpout and/or dump station
- Build a floating restroom with a stationary or portable pumpout
- Purchase a pumpout boat for use in a marina in conjunction with stationary pumpout equipment or floating restroom

The Clean Vessel Program will reimburse up to 75 percent of eligible project costs relating to the sewage disposal facility design, construction and installation. Matching funds of 25 percent (nonfederal funds) are required for the remainder of the project costs. The first two years is the period allowed for construction and or installation of pump out units or septic systems. The Operation and Maintenance portion of the contract is for the usable life of the equipment (not less than 10 years), reimbursed one time annually following the close of the federal fiscal year at 75% of allowable costs which include parts, labor, disposal and other related expenses (call if you have a special need). Reimbursement is conditional upon the federal grant funds being available to State Parks.

The Clean Vessel Program has the required signs available at no cost to all operators of pumpout units. Specialty signs are the responsibility of the project sponsor. Available signs include the clean vessel program logo, pumpout station, pumpout instructions, and pumpout logo sign with recognition of the agencies involved in the program. Talk to program staff for information on how to order the signs.

Examples of Eligible Costs:

- Engineering to 15% of the total project cost
- Permitting
- Cost of pumpout and dump station equipment
- Cost of forward lift station, if needed
- Cost of grinder pump, if needed
- Reduced pressure back flow prevention device
- Some shore works, determined by project
- Cost for new or renovated float or part of float, also if shared with fuel dock

- A limited amount for piles and pile driving, determined by project
- PVC piping from pumpout/dump station to holding tank or sewer hook up
- Plumbing costs to hook up facility
- Cost to run non-potable water for dump station use
- Sewer hook up costs
- Electrical wiring and supplies needed to power pumpout and lighting
- Labor to install and maintain equipment, plumbing, and electrical
- Costs necessary to allow municipal sewage treatment plants to accept boat generated sewage
- Signage providing use instruction and information about facility: Hours of operation, seasonal closures, etc.
- Project coordination costs up to 5 percent of project total
- Improving or upgrading an existing pumpout system. Examples are: installing a larger holding tank or adding a forward lift station.
- Maintenance and Operation for the period of the grant (Life of equipment but not less than 10 years)
- Sales Tax on equipment purchased

Other costs may be considered on a case by case basis but only after **specific written prior approval by State Parks**, and may include permitting and engineering costs.

Ineligible Costs:

- Activities that do not provide public benefits
- Legal fees
- On-site sewage treatment plants
- Enforcement activities
- Construction/renovation of upland restroom facilities
- Dredging
- All costs incurred prior to entering into a contract with State Parks except those identified in eligible "prior" costs listed above.

What will I need to do to receive funding?

Part 1: Application:

- 1. Design your project.
- 2. Get an estimate on cost including shipping, handling and applicable taxes.
- 3. Complete attached application form, including SEPA documentation, and return to State Parks Clean Vessel Program.

Part 2: Award:

- 1. Projects will be reviewed by the State Parks Boating Environmental Committee based on the criteria found in WAC 352-76.
- 2. The committee recommendations will be reviewed by State Parks staff that will approve or disapprove funding.
- 3. Applicants will be notified by State Parks as to the decision.
- 4. Successful applicants will be sent a contract for their project.

Part 3: Project construction/installation:

On the date the contract is signed by a representative of State Parks, it will become "effective" this means you can now begin construction.

STATE ENVIRONMENTAL POLICY ACT (SEPA) REQUIREMENTS

The Washington State Parks and Recreation Commission (State Parks) is required under the State Environmental Policy Act (SEPA), to consider all environmental impacts of construction-related projects (RCW 43.21C, WAC 197-11 and WAC 352-11). SEPA requirements apply to projects undertaken by State Parks and all such impacts of projects funded by State Parks.

Vessel pumpout facilities impact local areas. Because local agencies are responsible for local shoreline and watershed management practices, State Parks requests that your local agency (usually the county Department of Health, city government or municipality sewage treatment district) take lead agency status. Both public and private entities submitting proposals should have their local agencies complete SEPA.

If the applicant is a local or state government agency, documentation of prior SEPA compliance must be attached at the time of application submittal. The local or state government may include a copy of any Environmental Impact Statement (EIS), Determination of No significance (DNS), or Statement of Exemption, with the appropriate WAC Chapter 197-11 citation.

Clean Vessel projects will be delayed if environmental impacts are not considered by the applicant. State Parks requires compliance with SEPA before the award of a contract. Chapter 352-11-055(2)(a) WAC.

If you have any questions, please contact State Parks, Clean Vessel Program at (360) 902-8659.

Part 4: Reimbursement:

- 1. When construction is completed, have final inspections conducted by your local health department, if required.
- 2. Contact State Parks Clean Vessel program staff and request a final inspection of project.
- 3. Complete Invoice Voucher (form A-19-1A), supplied by State Parks.
- 4. Provide documentation of expenditures (i.e. copies of invoices, lists of payroll expenditures, etc.).
- 5. Once your project is operational, you may charge up to \$5 per pumpout to offset some expenses. All money collected in this manner must be put into a separate fund and used only to pay operation and maintenance expenses for the Clean Vessel project.

Project Requirements

- Projects funded under this program must be accessible to the public during normal business hours.
- Projects must have a means of measuring amount of sewage collected. Possible means are use counters, hour meters, flow meters or documentation of gallons pumped from a septic pumping service.
- Only costs related directly to the installation of the boat sewage disposal facility are eligible for funding. Funds used as match must also be in eligible expenditure categories.
- Facilities must display appropriate information signs at pumpout and portable toilet dump stations. Such information should indicate fees, restrictions, hours of operation, operating instructions, a contact name and 1-800-ASK- FISH telephone number for boaters to get additional information or report an inoperable facility.

Attachment A

DESIGN CRITERIA FOR PUMPOUT FACILITIES

PURPOSE: The impact of EPA and U.S. Coast Guard regulations limiting the discharge of

boats and ships in U.S. waters makes it imperative to increase the availability of

pumpout stations at marinas for sanitary wastes from boats.

GUIDELINES:

The following design criteria will govern the installation of pumpout facilities at new or expanding marinas. This section provides as follows:

- A. Pumpout facilities and shore side facilities for disposal of sanitary wastes from boats shall be installed at marinas at the time of initial construction or expansion of facilities when the marina is of sufficient size and design to serve boats 17 feet in overall length or larger.
- B. The following criteria shall be used to site the pumpout station:
 - Pumpout facilities shall be located to allow convenient and easy access under all tidal conditions and, if possible, by boats up to 60 feet in length.
 - Dump stations should be located so they are readily available for boater access.
- C. General design criteria are as follows:
 - · For health and safety reasons, pumpout and sewage dump stations should focus on simplicity of operation, reliability, and minimization of spillage.
 - The facility shall be compatible with the on-shore storage, collection, transport, and treatment facilities.
 - Materials of construction shall be corrosion-resistant and able to withstand the marine environment. Typically, float deck dimensions shall be 12 feet wide by 32 feet long.
 - Facilities should be designed for expansion for additional future pumpouts if located in marinas with 200 or more slips.
 - Pumpout stations may be located near fueling facilities.
 - Pumpout stations may be located on a separate float that is immediately adjacent to the major traffic lanes into the marina. The float should not be located where it will ground at any time.
 - The pump shall include an internal hour meter or a use counter to record the hours of operation or number of uses.
- D. Pumps shall conform to the following requirements:

- The pumping system shall be capable of lifting sewage to a shore side sewer, treatment system, or storage tank during a minus four-foot tide at a rate not less than 15 gallons per minute.
- Either diaphragm, peristaltic, or vacuum pumps shall be used for boat pumpouts. Where the total dynamic head is sufficiently high to significantly reduce the efficiency of the pump, or lower the pumping rate below 15 gallons per minute, the pumpout shall discharge to a lift station.
- Pumpout units shall have an internal hour meter reading to five digits and one-tenth of a minute. This requirement can be met by providing such a meter in a lift station, as discussed below.
- Electrical equipment shall conform to the National Electrical Code.
- Where lift stations are used, they shall be equipped with centrifugal pumps. The wet well should include on/off and high-alarm float switches. The high-water level alarm shall be both visible and audible at a control panel. The discharge line shall be at least two inches in inside diameter. The lift station shall be properly vented and have an access hatch to allow wash down and pump maintenance.

E. Pumpout hoses shall conform to the following requirement

- The suction hose shall be at least 18 feet long and have an inside diameter of at least 1.5 inches.
- The suction hose shall be equipped with a full opening ball valve at one end.
- The suction hose shall have easy connection capability to boat hulls. All stations shall have either "quick connect" or "press-in-place" nozzles with gasket seats. This connector shall be made of material soft enough that it will not mar boat decks.
- The discharge hose shall be at least two inches in inside diameter.
- The suction hose shall have a sight glass to observe flow and as an aid in determining when holding tank contents have been evacuated.

- F. "Porta-potty" dump stations shall be required at all pumpout stations and shall conform to the following requirements:
 - Where dump stations are provided adjacent to the pumpout station, the pumpout hose shall be capable of connecting to the dump station holding tank to pump out its contents or the dump station shall be plumbed directly to the lift station.
 - · Holding tanks provided shall be fiberglass.
 - Where a lift station is provided, the dump station contents shall discharge by gravity to the lift station in a pipe not less than three inches in inside diameter.
 - Where an upland dump station must be equipped with a holding tank, the tank must be of sufficient volume to hold one day's sewage volume, but in no case shall it be less than 1,000 gallons in capacity.

G. Utilities shall be provided as follows

- A freshwater pressure line, at least one inch in diameter and 18 feet long, shall be provided for use in flushing out boat holding tanks and dump stations. This hose and its pipe source shall be clearly marked "NOT FIT FOR HUMAN CONSUMPTION." The freshwater line shall be equipped with a reduced pressure backflow preventor. No public water supply may be provided next to a pumpout facility.
- The facility will be open during regular business hours and available to all recreational vessels up to the maximum size normally serviced by the marina. If the station will be open after dark it shall be well lighted to allow safe night-time operation. This light will be fed from a separate circuit and switched with a photocell.
- Utility lines (water, sewer, power) to floats shall be buried sufficiently deep to prevent damage from anchors.
- Utility lines may be securely attached below the decking on a dock, ramp, pier, or float. Water and sewer lines so constructed shall be protected against frost.

- H. Isolated sites shall provide the following:
 - At sites without power, a manually operated diaphragm pumpout and a dump station may be installed. These shall empty into a storage tank of sufficient volume to hold a week's sewage. In no case shall the storage tank hold less than 750 gallons. This storage tank shall be of polyethylene plastic completely enclosed in concrete. Hand- pumped marine water may be used to wash down the facility.
 - I. All pumpout and dump stations shall include a project sign provided by the Washington State Parks and Recreation Commission.
 - Each pumpout must have a reader board of step-by-step instructions for use of the pumpout station and dump station.
 - Each pumpout must have a sign instructing users on hours of operation and who to contact in case of equipment malfunction.
 - J. Miscellaneous design details shall include:
 - Pumpout and dump station sites shall have ample permanent rub rails at the dockside.
 - The marina shall have on hand a reasonable supply of spare parts. These may include but are not limited to:
 - · A through hull suction hose fitting.
 - · A replacement suction hose with nozzle.
 - · A duplicate of all valves in the system.
 - · A replacement wash down hose with nozzle.
 - K. The requirements for construction of sewage pumpout facilities shall be specified in the Water Quality Certification of the Corps of Engineers Section 10 Permit.

L. Each marina shall prominently display signs stating that it is illegal to discharge untreated sanitary wastes into the waters of the United States and directing boaters to the pumpout facilities.

The federal regulations define one set of criteria for compliance in non-navigable freshwaters and another set of criteria for compliance in marine and navigable freshwaters. Included as navigable freshwaters are Lakes Union, Washington and Sammamish; the Columbia River below the confluence with the Snake River; and the Snake River below Clarkston. The federal criteria for each of these categories of water are:

1. Non- navigable Freshwaters

New Boats Boats manufactured after January 30, 1977, must have a holding tank or portable toilet.

Old Boats Boats manufactured before January 30, 1997, must have holding tanks or portable toilets after January 30, 1980.

2. Marine and Navigable Freshwaters

New Boats A "new boat" is one whose construction was started after January 30, 1975, and must have holding tank, portable toilet, or flow-through treatment device after January 30, 1977.

Old Boats A boat manufactured prior to January 30, 1977, must have a holding tank, portable toilet, or flow through treatment device after January 30, 1980. If the owner makes installation before January 30, 1978, he may install a more simple treatment device than if he waits until later.

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STATE PARKS DESIGNATED ENVIRONMENTALLY SENSITIVE AREAS

Port Angeles Harbor

Agate Passage Liberty Bay
Nisqually Delta Oakland Bay
Budd Inlet Penn Cove
Bellingham Bay Padilla Bay

Carr Inlet Pickering Passage
Case Inlet Portage Bay

Chehalis River (mouth to Montesano) Columbia River

Columbia River Port Gamble Harbor
- Entire river within the state. Port Ludlow Harbor

Commencement Bay
Dabob Bay
Port Orchard Harbor
Port Madison Harbor
Port Susan Harbor
Port Townsend Harbor

Drayton Harbor

Drayton Pass

Quilcene Bay

Rich Passage

Dungeness Bay

Samish Bay

Dyes Inlet
San Juan waters
Eld Inlet
Shelton Harbor - inner

Elliot Bay
Everett Harbor - inner

FDR Reservoir

Similk Bay
Sinclair Inlet
Skagit Inlet

Grays Harbor Stillaguamish River - mouth

Hammersly Inlet
Henderson Inlet
Skookum Inlet
Skookum Inlet
Snake River
Hood Canal
Tacoma Narrows
Kilisut Harbor
Totten Inlet
Lake Chelan
Willapa Bay

Lake Union Willapa Bay - mouth

Lake Washington

Chapter 352-76 WAC

Clean vessel program funding

WAC Sections

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352-76-010

What is the purpose of clean vessel program funding?

The purpose of this program is to provide funds for the purchase, construction, and renovation of boat sewage disposal facilities and to provide funds for boater environmental education activities. Funding for this program will come from federal and state funds. This chapter establishes the procedures by which state parks will award funds for clean vessel projects and the conditions related to the use of the funds.

[Statutory Authority: RCW <u>88.12.235</u>. 98-07-021, § 352-76-010, filed 3/10/98, effective 4/10/98. Statutory Authority: RCW <u>88.12.325</u>. 94-13-082, § 352-76-010, filed 6/13/94, effective 7/14/94.]

352-76-020

How are the words and phrases used in this chapter?

(1) "Boat sewage disposal facility" means a mechanical or static device, fixed or

portable, generally stationed on a dock, pier, float, barge, vessel or other location convenient to boaters, designed to remove sewage waste from recreational vessels, including pumpouts, dump stations, and floating restrooms.

- (2) "Boater" means any person on a recreational vessel on waters of the state of Washington.
 - (3) "Commission" means the Washington state parks and recreation commission.
- (4) "Director" means the director of the Washington state parks and recreation commission or designee.
 - (5) "Plan" is the comprehensive plan for boat sewage disposal for Washington state.
- (6) "Recreational vessel" means a watercraft manufactured for operation, or operated, primarily for pleasure. This term includes any watercraft leased, rented, or chartered to another for the latter's pleasure.
- (7) "State parks" means the operating arm of the Washington state parks and recreation commission, which is responsible for implementation of commission programs established pursuant to statute or policy.

[Statutory Authority: RCW <u>88.12.235</u>. 98-07-021, § 352-76-020, filed 3/10/98, effective 4/10/98. Statutory Authority: RCW 88.12.325. 94-13-082, § 352-76-020, filed 6/13/94, effective 7/14/94.]

352-76-030

Who is eligible for clean vessel program funding?

Owner(s) of public, tribal or private marinas, boat launches, state, local or municipal park districts, boater destination sites, marine service enterprises, schools, public agencies, nonprofit or not-for-profit organizations, and boating and environmental organizations are eligible to apply for the funds.

[Statutory Authority: RCW <u>88.12.235</u>. 98-07-021, § 352-76-030, filed 3/10/98, effective 4/10/98. Statutory Authority: RCW <u>88.12.325</u>. 94-13-082, § 352-76-030, filed 6/13/94, effective 7/14/94.]

352-76-040

What activities are eligible for clean vessel program funding?

- (1) The director will select those activities that are eligible for funding from the following list and publish them in the current application package:
 - (a) Construction/renovation of boat sewage disposal facilities used solely by boaters.
- (b) Any activity necessary to hold and transport sewage to sewage treatment plants, such as holding tanks, piping, and haulage costs.

- (c) Any activity necessary to get sewage treatment plants to accept sewage, such as installing bleed-in facilities.
- (d) Any education/information project to educate/inform boaters about environmental pollution problems including those resulting from sewage discharges from recreational vessels or other boater practices, to inform them of the location of pumpout and dump stations, and to encourage environmentally responsible behavior.
 - (2) The following activities are ineligible:
 - (a) Activities that do not provide public benefits.
 - (b) Enforcement activities.
 - (c) Construction/renovation of upland restroom facilities.
- (d) Construction/renovation, operation and maintenance of on-site sewage treatment plants, such as package treatment plants and septic systems, and of municipal sewage treatment plants for primary and secondary treatment unless approved by U.S. Fish and Wildlife Service.

[Statutory Authority: RCW <u>88.12.235</u>. 98-07-021, § 352-76-040, filed 3/10/98, effective 4/10/98. Statutory Authority: RCW <u>88.12.325</u>. 94-13-082, § 352-76-040, filed 6/13/94, effective 7/14/94.]

352-76-050

Are there any limitations on the availability and use of funds?

- (1) The director may establish limitations on the availability and use of clean vessel program funds for a funding application period when the director believes that doing so would assist the commission in providing for an efficient network of boater sewage disposal facilities or specific environmental education projects. Any limitations shall be defined in the current application package. The director shall establish such limitations only after considering the following:
 - (a) Consistency with the plan.
 - (b) Availability of funds.
- (2) The director may determine that applicants be required to make a matching contribution to be eligible for funding.
- (3) The director may limit the amount of funding available for any element(s) of a project.

[Statutory Authority: RCW <u>88.12.235</u>. 98-07-021, § 352-76-050, filed 3/10/98, effective 4/10/98. Statutory Authority: RCW <u>88.12.325</u>. 94-13-082, § 352-76-050, filed 6/13/94, effective 7/14/94.]

352-76-060

How does one apply for funding?

In order to be considered for receipt of a boat sewage disposal or educational grant, an eligible applicant must complete and submit an application form provided by state parks following the instructions provided in the form.

[Statutory Authority: RCW <u>88.12.235</u>. 98-07-021, § 352-76-060, filed 3/10/98, effective 4/10/98. Statutory Authority: RCW <u>88.12.325</u>. 94-13-082, § 352-76-060, filed 6/13/94, effective 7/14/94.]

352-76-070

What criteria will be used to evaluate applications?

The following criteria are used to evaluate applications:

- (1) For boat sewage disposal facility applications:
- (a) Proposals that provide for public/private partnerships:
- (b) Proposals that provide for innovative ways to increase the availability and use of boat sewage disposal facilities;
- (c) Proposals that benefit the waters most likely to be affected by the discharge of sewage from vessels;
 - (d) Proposals in areas with a high vessel/boat sewage disposal facility ratio;
- (e) Proposals which show consideration for the economics of installation or implementation to provide greatest cost benefit ratio, e.g., where private parties put in more than the minimum amount:
- (f) Proposals which contribute to the statewide network of facilities or programs in terms of proximity to existing facilities and geographic balance;
 - (g) Proposals which demonstrate their compatibility with the plan.
 - (2) For education or information applications:
- (a) Proposals which encourage sound environmental practices through changing boater behavior:
 - (b) Proposals which target sensitive areas as defined in the plan;
 - (c) Proposals which encourage community involvement;
 - (d) Proposals targeted to areas of high boater use;
 - (e) Proposals which demonstrate innovative approaches to education or information;

(f) Proposals which provide for public/private partnerships.

[Statutory Authority: RCW <u>88.12.235</u>. 98-07-021, § 352-76-070, filed 3/10/98, effective 4/10/98. Statutory Authority: RCW <u>88.12.325</u>. 94-13-082, § 352-76-070, filed 6/13/94, effective 7/14/94.]

352-76-075

How will projects be selected for funding?

- (1) Applications will be reviewed by state parks staff to determine eligibility and will be evaluated against the criteria in this chapter.
- (2) Staff will consult with and consider the recommendations of the boating environmental committee of the state parks boating safety council and will present final recommendations to the director.
- (3) The director shall make the final decision on funding a project. [Statutory Authority: RCW 88.12.235. 98-07-021, § 352-76-075, filed 3/10/98, effective 4/10/98.]

352-76-080

What conditions are placed on the use of funds?

The following conditions apply to the use of the funds:

- (1) Project contract. For every funded project a contract must be executed by the director on behalf of the commission and by the funding recipient. Generally, the funding recipient will not be reimbursed for costs incurred prior to the execution of the contract by both parties.
- (2) Technical standards. The funding recipient for boat sewage disposal facilities shall ensure that design and installation of the facilities are in accordance with the technical standards provided by state parks.
 - (3) Signage.
- (a) Boat sewage disposal facilities. A national symbol provided by state parks shall be installed to be clearly visible to direct boaters entering the boat sewage disposal facility. Appropriate information shall be provided indicating fees, restrictions, hours of operation, operating instructions, and a contact name and telephone number if the facility is inoperable.
- (b) Educational/information projects. Signage must be appropriate to local conditions and address local environmental needs. The clean vessel symbol provided by state parks shall be used in all signage.
- (4) Public access. All recreational vessels must have access to boat sewage disposal facilities funded under this grant program. Facilities shall be operated, maintained, and continue to be reasonably accessible to all recreational vessels for the

full period of their useful life.

- (5) Operation and maintenance. All facilities funded under this program shall be operated and maintained by the funding recipient for the full period of their useful life. All structures and related assets are to be used for their stated purpose.
- (6) Reporting requirements. The funding recipient shall submit the reports required by state parks as directed in the funding contract.
- (7) Compliance with state and federal laws, regulations, and policies. In accepting project funding, the funding recipient must agree to and certify compliance with all applicable federal and state laws, regulations and policies.
- (8) Accountability. Funding recipients shall maintain accurate accounting records on the expenditure of project funds, provide state parks with these records consistent with the agreement or upon request, and permit state parks to audit the use of funds in accordance with generally accepted audit practices and standards. State parks reserves the right to terminate its participation in any project which fails to perform according to the requirements of this chapter.
- (9) Fees charged. A maximum five-dollar fee may be charged, with no justification, for use of boat sewage disposal facilities constructed, operated or maintained with grant funds. If higher fees are charged, they must be justified and approved by the director prior to charging a higher fee. Proceeds shall be retained, accounted for, and used by the operator to defray operation and maintenance costs as long as the facility is needed and it serves its intended purpose. The maximum fee shall be evaluated for inflation as determined by the director.